

Applying for a Dun and Bradstreet Number (DUNS)

Indiana Fact Sheet

August, 2012

NOTE: This is only for businesses or entities applying for federal funding. Individuals are not required to have a DUNS number.

A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun and Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business.

The DUNS Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994.

The DUNS Number was also incorporated into the Federal Acquisition Regulation in April 1998 as the Federal Government's contractor identification code for all procurement-related activities. In other words, the federal government has adopted the use of DUNS numbers to track how federal grant money is allocated.

Obtaining a DUNS Number

You can register for your DUNS number online at:

<http://fedgov.dnb.com/webform>

A DUNS number can also be requested by telephone at:

1-866-705-5711
1-877-807-1679 (TTY Line)

Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application.

How Long Does It Take to be Issued a Number

Under normal circumstances the DUNS is issued within 1-2 business days when using the D&B web form process. If requested by phone, a DUNS can usually be provided immediately.

Cost

Obtaining a DUNS number is absolutely **FREE** for all entities doing business with the Federal government. This includes current and perspective Contractors, Grantees, and Loan recipients.

NOTE: There are many companies that may assist you in obtaining your DUNS number for a fee. To avoid getting charged, visit the DUNS website referenced in this factsheet

Information Needed to Request a DUNS Number

You will need the following information to obtain your DUNS number:

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

System for Award Management (SAM)

In addition to applying for a DUNS number, entities must register with SAM. SAM is a Web-enabled government wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes. *Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR).*

It will take three to five business days or up to two weeks to have your entity registered in SAM.

You can register for SAM at:

<https://www.sam.gov/portal/public/SAM/>

More Information

More information about applying for your DUNS number or registering with SAM, please contact your local USDA-NRCS District Conservationist. Find your local office by visiting Indiana's NRCS website at:

www.in.nrcs.usda.gov/contact/directory/field_offices.html